



Shared Decision-Making: Using Parliamentary Procedures to Run Effective Meetings



Agenda

- ▶ Roles and Responsibilities
- ▶ Key Decision-Makers
- ▶ Key Concepts about Shared Decision-Making
- ▶ What are Parliamentary Procedures?
- ▶ Key Ingredients for a Good Meeting
- ▶ Basic Principles of Parliamentary Procedures
- ▶ Conclusion
- ▶ Final Remarks

Head Start Program Performance Standards

► Roles and Responsibilities



Key Decision-Makers

Performance Standard 1304.50 – Program Governance highlights the key decision-makers:

- ▶ Governing Bodies
- ▶ Policy Groups
- ▶ Grantee and Delegate Agencies
- ▶ Staff
- ▶ Community Partners
- ▶ Parents

Key Concepts about Shared Decision-Making

- ▶ Strong governing bodies are aware that they are only one part of an integrated whole.
- ▶ The relationship between the governing board and the policy council is a multi-faceted one.
- ▶ The governing body, policy council, and staff are all invested in the delivery of high-quality services to eligible children.
- ▶ The common purpose is to improve the lives of children and families.

What are Parliamentary Procedures?

- ▶ A system that will keep meetings productive and organized
- ▶ A system that focuses on the rules and procedures that determine how a meeting will be conducted



How Can Parliamentary Procedures Be Useful?

► Purpose of Parliamentary Procedures

- Establish and execute the will of an assembly of people
- Conserve time
- Promote harmony and cooperation among members

Key Ingredients for a Good Meeting

- ▶ Establish ground rules for your meetings
- ▶ Develop an agenda
- ▶ Plan in advance
- ▶ Open to others
- ▶ Purpose of the meeting
- ▶ Active participation
- ▶ Committee work



Basic Principles of Parliamentary Procedures

- ▶ Equal rights, privileges, and obligations.
- ▶ Right to decide by majority.
- ▶ The minority opinion must be considered and protected.
- ▶ In order to speak, you must be recognized by the chairperson.
- ▶ Members can only ask one question at a time.

Basic Principles of Parliamentary Procedures (cont.)

- ▶ If a member has already spoken about one issue or question, he or she will not be able to speak a second time until another member has spoken.
- ▶ The chairperson must be impartial.
- ▶ Before voting, a question or topic can be restated.
- ▶ A quorum must be present in order to go forward in the meeting.
- ▶ Members have the right to discuss each motion.
- ▶ If a member initiated a discussion, he or she has the right to speak last before a vote is taken.

Parts of a Meeting

1. Call to order (done by the chairperson)
2. Roll call (done by the secretary)
3. Approval of the minutes
4. Executive reports
5. Committee reports
6. Unfinished business
7. New business
8. Announcements
9. Adjournment



Making a Motion

- ▶ A motion can be brought before a group in different ways
 - The chairperson initiates the motion
 - A motion is made by a member
 - And then another member seconds the motion

Making a Motion (cont.)

- ▶ Three steps in the consideration of a motion
 - Members debate the motion
 - The chairperson requests a vote on the motion
 - The chairperson announces the results of the vote

Voting

- ▶ There are several methods of voting
 - Voice vote
 - Rising vote
 - Show of hands
 - Ballot vote

Conclusion

- ▶ Shared decision-making is both an opportunity and a mandate for governing bodies and policy groups in Head Start agencies.
- ▶ To effectively implement shared decision-making, it is important to have systems in place for conducting efficient meetings.

Head Start Region II Technical Assistance
BOOZ ALLEN HAMILTON TEAM
Administration for Children and Families
Jersey City Child Development Centers, Inc.
April 21, 2005
9:30 a.m. – 12:00 p.m.
Jersey City, New Jersey

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Agenda

- 1) Introductions and Warm-up Activity
 - Presenter's background
 - Review the agenda
- 2) Warm-up Activity: "Understanding Team Roles- Where Do I Fit In?"
- 3) Workshop Purpose
 - This workshop promotes a general understanding of shared decision-making and the key factors to consider when using Parliamentary Procedures.
 - Participants will reflect on their knowledge of meetings and will learn how to effectively run a meeting that addresses program needs.
- 4) Objectives
Participants will:
 - Explore the key factors to consider when participating in a meeting about shared decision-making.
 - Learn effective ways to run meetings.
- 5) Conclusion
 - Summarize the key points of shared decision-making and the usefulness of Parliamentary Procedures.
 - Complete and submit the presentation evaluation.
 - Final remarks.

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